

**Camp Hill School District  
Title I Complaint Procedures  
Administrative Procedure #2007-03**

**2018-2019**

**Introduction**

The No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act legislation require Local Education Agencies (LEAs) to adopt written procedures for “receiving and resolving any complaint alleging violations of the law in administration of programs.” In accordance with this legislative requirement, Camp Hill School District has adopted the following procedures.

**Scope**

Title I Neglected and Delinquent; Title II, Part A; Title II, Part D; Title III; Title IV; Title V

**Definition**

A “complaint” is a written, signed statement filed by an individual or an organization. It must include:

- a. A statement that PDE or a Local Educational Agency has violated a requirement of Federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings, or correspondence with PDE or the LEA regarding the complaint.

**Local Complaint Resolution Procedures**

- 1) Referral-Complaints against the Camp Hill School District will be received in writing by the Federal Programs Coordinator.
- 2) Acknowledgement- The Federal Programs Coordinator will acknowledge receipt of the complaint in writing.
- 3) Investigation-The Federal Programs Coordinator will address the concerns with the appropriate Camp Hill SD Supervisor of the NCLB program. The Federal Programs Coordinator and the CHSD Supervisor will investigate the complaint and attempt to resolve the complaint informally. If an informal resolution satisfactory to the complainant is reached no further investigation or action is required. If the problem cannot be resolved informally, it will be referred to the Camp Hill School District Director of Student Services.
- 4) Opportunity to Present Evidence – The CHSD Director of Student Services may, in her discretion, provide for the complainant and or the complainant’s representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- 5) Report and Recommended Resolution – Once the CHSD Director of Student Services has finished any investigation and taking of evidence, she will prepare a final report with a recommendation or resolving the complaint. The final report will give the

- name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Camp Hill School District will issue the report to the complainant, complainant's representative, and the Supervisor of the program.
- 6) Right to Appeal – The complainant will be informed of his/her right to appeal the School District resolution of the complaint to the Pennsylvania Department of Education, addressed as follows:

Susan McCrone  
Division Chief  
Division of Federal Programs  
Pennsylvania Department of Education  
333 Market Street, 7<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

- 7) Follow-Up – The Camp Hill School District Federal Programs Coordinator will insure that the resolution of the complaint is implemented.
- 8) Time Limit – The period between the Camp Hill School District's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

### **Filing a Complaint**

Complaints should be addressed as follows:

The first points of contact for Title I services in the CHSD are Suzanne Carter, Reading Specialist and Title I Coordinator Hoover Elementary, 717-901-2550, ext. 1004 (phone); 717-901-2594 (fax); [scarter@camphillsd.k12.pa.us](mailto:scarter@camphillsd.k12.pa.us) (email) and Heidi Myrick, Reading Specialist. Eisenhower Elementary, 717-901-2600, ext. 2102 (phone); 717-901-2461 (fax); [hmyrick@camphillsd.k12.pa.us](mailto:hmyrick@camphillsd.k12.pa.us) (email).

The second points of contact for Title I services in the CHSD are Eileen Czarnecki, Hoover Elementary Principal (Grades K-2) 717-901-2550, ext. 1215 (phone); 717-901-2594 (fax); [eczarnecki@camphillsd.k12.pa.us](mailto:eczarnecki@camphillsd.k12.pa.us) (email) and Sandra Fauser, Eisenhower Elementary Principal, (Grades 3-5) 717-901-2600, ext. 2071 (phone); 717-901-2461 (fax); [sfauser@camphillsd.k12.pa.us](mailto:sfauser@camphillsd.k12.pa.us) (email).

The third point of contact for Title I services in the CHSD is Tracey Quigley-Jones, Director of Student Services. 717-901-2400, ext. 5935 (phone); 717-901-2421(fax); [TQuigley-Jones@camphillsd.k12.pa.us](mailto:TQuigley-Jones@camphillsd.k12.pa.us) (email).